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UNITED STATES DEPARTMENT OF AGRICULTURE

FEDERAL CROP INSURANCE COEPORATION

FUNCTIONAL CHART - TYPICAL BRANCH OFFICE

DECEMBER 16, 1940

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* JAN 23 1941 *

U.S. Separtment of Agriculture

OFFICE OF MANAGER

Exercises general administrative and executive supervision over all the activities of the branch office; represents the branch office in contacts with other offices of the Corporation and outside agencies; responsible for all grain reserves, the acceptance of applications, and the determination of conversion rates in connection with premium rates and the payment of indemnities.

COMMODITY AND TRAFFIC DIVISION

Determines basic market prices; determines basic market areas; purchases and sells wheat to maintain proper reserve as authorized by Central Grain Control Office; prepares reserve stock reports; negotiates warehouse storage agreements; pays indemnities in wheat. Prepares and revises freight rate schedules and notifies state offices of rate changes; administratively approves freight bills; maintains complete tariff file.

FISCAL DIVISION

Accounting Section
Receives and records payment of insurance
premiums; deposits cash received; acknowledges receipt of premium payments; acts as
custodian of warehouse receipts; gives notice
of premium payments received in order that
required wheat reserves may be purchased;
effects collection of returned checks; administratively approves all settlements for
purchases and sales of wheat; prepares
vouchers and assembles with invoices, warehouse receipts and transit privileges; maintains records of wheat purchases and sales;
prepares financial and other accounting
statements as required.

Audit Section

Audits cash premium receipts; approves applications and prepares notices of acceptances; audits indemnity claims and prepares vouchers for settlement of claims; conducts post-test audit of all insurance documents; audits all applications involving refunds and makes refunds; audits, certifies, and records vouchers for wheat purchases; audits and records warehouse receipts, freight bills, inspection certificates, storage vouchers, and payroll vouchers.

ADMINISTRATIVE DIVISION

Office of Chief

Recruits employees; initiates personnel recommendations; prepares payrolls; maintains personnel files; approves requests for leave; requests travel authorizations; negotiates service and space contracts; provides telephone and first aid service; advises the Manager on administrative matters; supervises the personnel program of the office.

Records and Control Section

Receives, records, blocks, distributes, dispatches, and files all documents in connection with the crop insurance program, including listing sheets, transmittals, acceptances, loss claims, and indemnity payments; receives, records, dispatches, classifies, and files all incoming and outgoing correspondence.

Service Pool

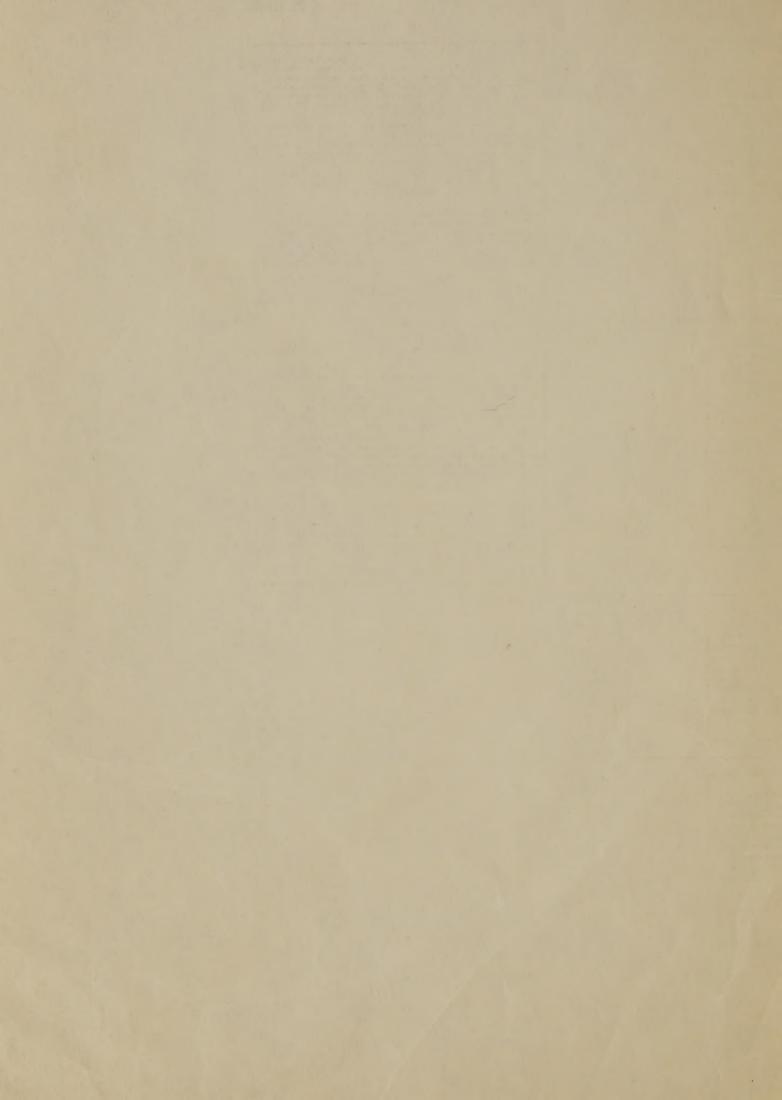
Provides for the office typing, stenographic, comptometer, and recording service not performed by regular staff in the several divisions.

Supplies and Equipment Section

Requisitions, receives, distributes, and maintains records on the surplies and equipment for the office; makes emergency purchases of supplies when required and authorized; provides photostat and mimeograph service.

ACTUARIAL AND ANALYSIS DIVISION

Accumulates historical and estimated yield data to maintain the insurance program on an actuarially sound basis; makes statistical analyses of insurance contracts and losses; analyzes and approves county listing sheets; participates in regional, state, and county conferences; prepares tabulations of actuarial data for analysis in determining proper yields and rates; prepares statistical reports, maps, and graphs as required.



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